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This Notice Expires 16 September 1955

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NOTICE

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PRINTING AND REPRODUCTION
PROCEDURE FOR ORDERING
PRINTING AND REPRODUCTION EQUIPMENT

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1. Regulation No. [REDACTED] requires the Director of Logistics to make a technical review of all requests for printing and reproduction equipment, regardless of source of funds, proposed locations, or intended use. This notice sets forth requirements and procedures for Agency components to follow in complying with this regulation.

2. In discharging this responsibility the Director of Logistics will inquire into all aspects of the use to be made of the requested equipment, the authority for its use, and the possibility of utilizing existing facilities or equipment.

a. Each request for such equipment must be accompanied by a complete written justification giving the following information:

- (1) Type of equipment required,
- (2) Where and for what purpose the equipment is to be used.
- (3) The estimated workload and the estimated percentage of utilization of the equipment,
- (4) List of other such equipment under the jurisdiction of the requesting office and the percentage of utilization of such equipment,
- (5) Whether or not requested equipment is for replacement of existing similar equipment and if so, what is to be done with the equipment so replaced,
- (6) If for use in the headquarters area, the reasons why existing facilities cannot be utilized in lieu of the requested equipment, if applicable,
- (7) Type of work to be produced by the requested equipment and use to which the material is to be put, (this information is needed in determining the appropriate equipment for the work)

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(8) Whether or not adequate space, water, drainage, etc., is readily available.

b. Requests for equipment to be used overseas must contain all of the above information and any additional information which will assist the Office of Logistics to determine the appropriate equipment for the intended purpose, and whether or not local procurement is advisable.

c. The requisition, accompanied by the above, shall be submitted to the Office of Logistics through administrative channels. The name and telephone number of the person whom the Office of Logistics should contact for further information should be shown on the requisition.

3. Agency components, both headquarters and overseas, shall make no contact with manufacturers' representatives regarding printing equipment prior to consulting the Office of Logistics. Ordinarily the Office of Logistics will make all such contacts, either after determination of appropriate equipment or in arriving at such determination. If it is desired to have the interested office contact manufacturers, they will be so notified by the Office of Logistics.

4. Agency components are encouraged to request equipment by brand name when they have reason to know that a particular machine will adequately perform the job. The justification should give particulars in this respect. The Office of Logistics will give thorough consideration to the particular brand requested in determining the most suitable equipment.

5. Agency components are also encouraged to discuss requests for printing equipment, and requirements connected therewith, with the Office of Logistics prior to formalizing the request. All assistance possible will be given in the preparation of the requisition and justification for all such requests.

DISTRIBUTION: AB

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REGULATIONS CONTROL STAFF, [REDACTED]

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CONCURRENCE SHEET

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PROPOSED ISSUANCE: [REDACTED] Procedure for Ordering Printing
and Reproduction Equipment
Draft dated 23 March 1955

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution

Signature

DD/S
Office

Date

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COMMENTS on Proposed Notice [REDACTED]

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1. Regulation [REDACTED] Subject: Printing and Reproduction, in 1. GENERAL states: This Regulation states policy, assigns responsibilities, establishes controls, and outlines procedures applicable to the printing and reproduction services of the Agency. This Regulation applies only to service-type printing and reproduction facilities and not to those facilities used only in connection with individual Deputy Director (Plans) operational projects or to the specialized activities of the Technical Services Staff, Deputy Director (Plans).

2. The Regulation in 4a (5) states: Making a technical review of all requests for printing and reproduction equipment regardless of source of funds, proposed locations, or intended use. Requests for equipment to be used in connection with covert operational projects will be reviewed only

(Job #1040-REB)

Due: 13 April 1955

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COMMENTS on Proposed Notice [REDACTED] (contd)

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for the purpose of furnishing technical advice concerning the type of equipment best suited for the work intended.

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3. Paragraph 1 of the proposed notice states: Regulation No. [REDACTED] requires the Director of Logistics to make a technical review of all requests for printing and reproduction equipment, regardless of source of funds, proposed locations, or intended use.

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4. The proposed notice appears to exceed the authority authorized in Regulation [REDACTED] as indicated in 1 and 2, in so far as the proposed notice makes no distinction between service-type printing facilities and specialized facilities. It is recommended that the proposed notice be revised to provide the distinction set forth in the Regulation.

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5. This has been discussed with [REDACTED] who agrees that such a distinction is necessary. He also advised he would discuss what to do in regard to getting the revision to DD/P personnel.